

**IDAHO STATE PUBLIC WORKS CONTRACTOR'S
LICENSING BOARD MEETING MINUTES
1090 EAST WATERTOWER STREET, MERIDIAN, ID 83642
JULY 11, 2005**

*Note: The following report is not intended to be a verbatim transcript of the discussions at the meeting,
but is intended to record the significant features of those discussions*

BOARD MEMBERS: David Bennion, Bob Beer, Terry McEntee, Mike Wood, Dick Anderson

DIVISION OF BUILDING SAFETY (DBS) EMPLOYEES: Dave Munroe, Administrator; Steve Keys, Building Bureau Chief; Jack Rayne, Industrial Safety & Logging Bureau Chief; Renee Bryant, Recorder

GUESTS: Kay Christensen, Deputy Attorney General; Doug Chase, Idaho Transportation Department; Barry Miller, Division of Public Works

The July meeting was called to order by Chairman Bennion at 9:05 a.m.

JUNE 20, 2005 BOARD MEETING MINUTES: Mr. Beer made a motion to accept the June 20, 2005 minutes, with Mr. McEntee seconding. All in favor, motion carried.

BUREAU REPORTS: Mr. Keys updated the board on the number of new and renewed licenses processed in the month of June.

TAX COMMISSION DATA COLLECTION: DBS staff met with the Idaho Tax Commission. The Tax Commission, with the information from their Tax Commission Public Works Contract Report, form WH5, and assistance from DBS IT personnel will create a contractor information database for our agency. Only information the Tax Commission will not disclose is social security numbers.

PROPOSED RULE CHANGES: The following drafted rule changes were presented by Deputy Attorney General Christensen: 1. Add a subpart G to 110.01, defining the requirements to change to a higher license class; 2. Re-word subpart 02 for clarity; 3. Change rule 202 to 111, change "Financial Guidelines" to Financial Requirement" and delete subpart 07, "Indemnification".

The Board requested Deputy Attorney General Christensen to reword subpart G, to reflect the twenty percent but change "licensure is requested" to "current license".

The Board discussed guidelines, i.e., related amount of growth with the current scale limits vs. twenty percent of the aspect. Mr. Keys suggested reviewing license categories in the future. Possibly raising limits between \$3,000,000 and infinity for general contractors and narrowing the limits for specialty categories.

The pros and cons on the indemnification issue were discussed. The Board decided to delete the indemnification clause, as approved at the last meeting. Chairman Bennion requested a draft on the criteria the Bureau needs to approve applications. Mr. Keys with Deputy Attorney General Christensen's assistance will create the draft and present it at the next meeting.

Mr. McEntee requested action items be identified within the minutes on a monthly basis.

LICENSE FEE STRUCTURE: Mr. Munroe presented financial documents reflecting estimated fee increases. Proposed legislation on increases need be submitted by the first week of September. Discussed whether estimated increased figures are the correct figures as previously discussed with the task force committee. Also discussed level pay plan, staffing increase and types/amounts of each license.

Chairman Bennion to call Monday, July 18th and schedule a meeting on proposed fee increases with DBS staff, board members and a representative from AGC. Mr. Munroe stated fee increases are part of budget and agency has approximately 30 days to submit budget.

Prior to the next meeting, Mrs. Woody to prepare and mail/e-mail to Chairman Bennion an explanation on the discrepancies in fees, as indicated in the documents presented to the board.

CLARIFICATION-LICENSING INDEPENDENT HAULERS/TRUCKERS: Mr. Miller, DPW, requested clarification on whether an independent hauler removing debris and/or a structure from a job site would be required to have a license.

Board agreed if the owner/operator of a truck removing debris and/or structure from a job site is not a subcontractor BUT is on the payroll of a licensed contractor, a license is not required.

EXECUTIVE SESSION: Mr. Munroe stated the Division conducted interviews for the Public Works Program Manager position.

Mr. McEntee made a motion for an Executive Session to discuss the hiring of the new program manager. Mr. Beer seconded. A roll call vote was completed. Terry, yes; Michael, yes; Bob, yes; Dick, yes; David, yes. All in favor, motion passed.

The Executive Session was to discuss personnel issues related to the hiring of the program manager and what the position would entail.

Mr. McEntee moved to go out of the Executive Session with a second by Mr. Beer. All in favor, motion passed.

Mr. McEntee made a motion that the Board go on record that they have input into the selection of the final decision of the new program manager. Mr. Beer seconded. All in favor, motion passed.

BOARD MEETING SCHEDULE: The next two Board meetings to be held Monday, August 1, 2005 and Monday, September 12, 2005.

Mr. Wood moved to adjourn the meeting. Mr. Anderson seconded. Motion approved by unanimous vote. The meeting adjourned at 11:50 a.m.

DAVE MUNROE
SECRETARY OF THE BOARD

DATE